



Position applied for		Vacancy reference number
Academic Office Administrator		900425
Title	First Name(s)	Last Name

Home address	
Email address:	Telephone number:

Current correspondence address (if different)	
Email address:	Telephone number:

Are you able to provide evidence of your National Insurance Number?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Any offer of employment is subject to provision of a valid National Insurance Number. This will be requested from you at the appropriate point in the process. To apply for a NIN visit https://www.gov.uk/apply-national-insurance-number

Are you able to provide current documentary evidence of your right to work in the UK?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please provide details)	It is a criminal offence for employers to employ someone who is not entitled to work in the UK. Proof of right to work in the UK is required before employment can start. This will be requested from you at the appropriate time.

Criminal record
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain cases employment is dependent upon a satisfactory disclosure from the Disclosure & Barring Service (DBS).

Where did you <u>first</u> see this vacancy advertised? (e.g. Conference of Colleges, Somerville website, jobs.ac.uk)

Referees	
Please give the details of two referees who have direct experience of working closely with you for a considerable period. At least one should be your line manager in your most recent job. Otherwise, they may be people who know you from recent college, school, or voluntary experience. They should not be related to you. Please state if you do not want us to contact your referees without your permission until a job offer is made. We will contact them by email unless you state otherwise.	
Name:	Name:
Telephone:	Telephone:
Email:	Email:
Permission to contact: Y/N	Permission to contact: Y/N
Relationship (e.g. manager, colleague):	Relationship (e.g. manager, colleague):

Education history (Use a separate sheet if necessary)	
College, University	Qualifications gained
Schools	Qualifications gained
Other relevant qualifications or training, or membership of professional bodies	

Employment history (Use a separate sheet if necessary)			
Dates From & To	Name and address of employer	Job title and description of main duties and responsibilities	Reason for leaving

Other employment
Please note any other employment you would continue with if you were to be successful in obtaining this position.
Notice required in current post

Supporting statement - This will be used to assess the strength of your application during the shortlisting process.

Please detail your reasons for applying, your main achievements to date and the strengths you would bring to the post. Specifically, detail how your knowledge, skills and experience meet the requirements of the role as listed in the person specification. Continue on a separate sheet if necessary. A CV may be included but will not be considered on its own.

Declaration (please read carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the College reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with relevant data protection legislation.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service for a disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the College, any offer of employment may be withdrawn or my employment terminated.
4. I agree that, if requested, I will provide original documentation to evidence any qualifications or licences that I have stated as having obtained above.
5. By making an application of employment with Somerville College I consent to the College using the data I provide for the purposes of processing and considering my application and any subsequent offer of employment, in line with the General Data Protection Regulations. I understand that I can withdraw consent at any time, but this may affect the ability of Somerville College to continue to process my application. Somerville College is committed to protecting the privacy and security of personal data in line with current legislation. Further details can be found on www.somerville-ox.ac.uk/somerville-college-gdpr-framework

Signed:**Date:**

Appointments are made in accordance with Somerville College's Equality Policy and we welcome applications from a wide range of candidates. The College undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed.